



UPDATED 10/05/21

Covid Handbook 2021

INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The rapid global spread of COVID-19 has been classified as a global pandemic, and many places, including Massachusetts, are taking steps to protect communities and slow the rate of transmission. The New Nursery School is committed to doing our utmost to safeguard the health and safety of children, staff and families. We are also committed to communicating with you as transparently as possible. As more information becomes available and conditions evolve and additional guidance is issued by local, state, and federal authorities, we will update this plan and continue to keep you informed. The date that the plan was most recently updated is noted on the top of this document. We welcome feedback on this plan and your thoughts on how we can be as safe as possible during this crisis, particularly from the many members of the medical and scientific community that are parents and family members of the enrolled children. These protocols and standards will most likely evolve and we will update this handbook.

SICK POLICY

Please remember we are doing our best to keep everyone healthy. Our goal is to keep school open, to keep children, teachers, and all family members at home healthy too. It is imperative that you do not bring your child to NNS if you or they are symptomatic. If your child has any sign of illness, you MUST keep your child home until 24 hours have passed without the use of medication AND with a doctor's note. Children with fevers should be fever free for 24 hours without the use of fever reducing medications before returning.

If children aren't well enough for soccer, swimming, or other activities, they should not come to school.

- Fever (temperature of 100.0°F or above), felt feverish, or had chills
- Cough
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)

Alone will not exclude a child from participation, but in combination with other symptoms are cause for exclusion:

- Fatigue
- Headache
- New loss of smell/taste
- New muscle aches
- Runny nose or congestion

IF A CHILD OR STAFF MEMBER IS SYMPTOMATIC

Anyone that is symptomatic should consult their doctor.

- If a symptomatic individual does not get tested, they may return after 10 days in self isolation AND their symptoms are improving AND they have been fever free, without fever reducing medication for at least 24 hours..
- If a symptomatic individual tests negative, they may return to school when symptoms begin to improve AND they have been fever free, without fever reducing medication for at least 24 hours.

COVID PROTOCOLS

*Close contact is defined as being within 6 feet of a COVID-19 positive person for longer than 15 minutes.

1. IF A CHILD OR STAFF MEMBER TESTS POSITIVE FOR COVID 19

An individual who tests positive and is not vaccinated must immediately quarantine. The positive individual may return to school or work when they have been released from isolation by a public health authority. Return to school will typically be:

- 10 days after symptom onset if symptoms are improving AND individual has been fever free, without fever reducing medication for at least 24 hours, or
- 10 days from test day if asymptomatic

What NNS will do:

1. NNS will assist in contact tracing. While maintaining confidentiality, We will identify close contacts personally and everyone else will receive a general email. We will also notify the local board of health, EEC licensing agencies and UCC pastor, Leanne Walt.
2. NNS will clean and sanitize the entire center per CDC guidelines.

2. IF A CHILD OR STAFF MEMBER IS IDENTIFIED AS A CLOSE CONTACT

An individual identified as a close contact must immediately quarantine if they are not fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

If contact is ongoing (e.g. household member is positive), then all household members should stay home in self-quarantine until the infected individual is no longer considered infectious per Department of Public Health guidance. Secondary contacts (contacts of contacts, e.g. household members of close contacts) do not have, though it is recommended, to quarantine unless/unless the primary contact tests positive.

If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter the program. Exposed individuals that are not fully vaccinated must quarantine until they are released by a public health authority. An unvaccinated close contact will need to quarantine for:

- 7 days if the individual gets a negative test result on or after day 5, experiences NO symptoms, and continues to monitor for symptoms through day 14.
- 10 days if the individual experiences NO symptoms and continues to monitor through day 14.
- 14 days if the individual experiences ANY symptoms during the 14 days.

HEALTH + SAFETY PROTOCOLS

NEW PROCEDURES

DROP OFF: Drop-off of children will be a rolling vehicle drop off. Parents should drive around to the back entrance of the building (the regular NNS entrance) and put their vehicle in park in front of the stairs. Parents and children in the vehicle must have their masks on. Parents are asked to unbuckle their children and have their back pack easily accessible in the back seat. The director, an administrative assistant, or classroom teacher will assist children out of the vehicle and bring them into the building. Daily attestation form will be available to complete online. Parents must complete the form each day.

If there happens to be a backup in front of the building, please circle through the parking lot driving straight and then through the third, then second parking rows until you loop back to the row in front of the doors. We can not have cars backed up on Main Street.

Parents will no longer be allowed in the NNS space unless there is a legitimate need to enter (in which case, you must notify the Administration, and you will be screened as outlined below).

Class start times have been staggered to allow for a smooth, less crowded drop off. NNS requires that parents/guardians wear a mask when on the premises and at all times during drop-off and pick-up.

- Everyone will use hand sanitizer upon entering.
- We request families to drop off and pick up on time. If you plan to drop-off or pick-up your child outside of the outlined times, you call us, 781-659-2535, to let us know when you arrive in the parking lot.

PICK UP: The Playground and Greenspace will be used for dismissal. Adults picking up must wear a mask only when indoors for pick up inside during inclement weather.

- If picking up on the playground, parents can park in the spots against the fence or in the first row.
- If picking up on the green space, parents/caregivers can pull up alongside the green space. Parents will need to quickly get out of their vehicle to pick up their child from the side gate.
- When the weather doesn't allow us to be outside, parents will come into the building for pick up.

TRAVEL: While NNS does not have a specific travel requirement, families must follow all Massachusetts State Travel Orders.

KEEPING HEALTHY

SELF HEALTH SCREENING: All individuals will be required to self-screen at home before arriving at the program, and then screened prior to admittance into the program for symptoms of infection. Self screening includes all symptoms below.

- Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough?
 - Sore throat?
 - Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?

Alone will not exclude a child from participation, but in combination with other symptoms are cause for exclusion:

- Fatigue?
- Headache?
- New loss of smell/taste?
- New muscle aches?
- Runny nose or congestion?
- Any other signs of illness?

If you answer yes to any of the screening questions, the child will not be allowed to attend school that day.

- In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)? (Close contact is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 15 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.)
- Are you following the MA travel guidelines?

It is imperative that you do not bring your child to NNS if you or they are symptomatic. If your child has any sign of illness, you **MUST** keep your child home until 24 hours have passed without the use of medication and with a doctor's clearance. Our staff will not report to work if they are experiencing any symptoms.

Greeters and teachers will make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or other symptoms at drop off.

HEALTH MONITORING DURING THE DAY: Staff will actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting and children exhibiting signs of illness will be separated from the larger group.

If a child becomes symptomatic, NNS will do the following:

- We will immediately isolate the child from other children and minimize exposure to staff. We have a separate room, Room 1, or the office to isolate children or staff who may become sick. Isolated children will be supervised at all times by a staff member,

director or administrative assistant, & may wear additional PPE when necessary. A separate bathroom, bathroom at the end of the hallway beyond the fire door, will be made available when possible for use by sick individuals only. Others will not enter the isolation room/space.

- The space will offer the child some comfort and allow staff to keep the child away from other children until the child can be picked up.
- We will contact the child's parents and send them home as soon as possible. If you are notified that your child is sick, you or an authorized pick-up person must pick up your child as soon as possible.
- We have an emergency back-up plan for staff coverage, using the director, or administrative assistant, when a teacher may become sick during the day.
- We have masks available for use by children and staff who become symptomatic until they have left the premises of the program. Those being discharged due to suspected infection will depart from a designated separate exit from the exit used to regularly exit. We will use the side entrance/ exit of the building located in the church hallway under the stairs.

SENT HOME SICK: If the child has symptoms, but has not been exposed to COVID-19, they may return to childcare after being symptom free for 24 hours and with a doctor's note.

PHYSICALS AND IMMUNIZATIONS: Physicals must be documented and updated annually per EEC regulations. Immunizations must be current and up to date.

ENHANCED HYGIENE PRACTICES

NNS has planned ahead to ensure that we have adequate supplies to promote frequent and effective hygiene behaviors. We have the following materials and supplies:

- Handwashing sinks are available and readily accessible in bathrooms across the hall from classrooms for the children and in the foyer for teachers, as well as in the kitchen. Hand washing instructions have been posted near every hand washing sink, where they can easily be seen by children and staff.
- Hand sanitizer with at least 60% alcohol will be utilized at times when hand washing is not available.
- Hand sanitizer will be stored securely and used only under supervision of staff. Staff will make sure children do not put hands wet with sanitizer in their mouth and will teach children proper use.
- Masks will be available for adults and children, though staff and children are encouraged to bring their own each day.
- PPE: gloves, shields and glasses will be available for staff to wear.

INCREASED HANDWASHING

WHEN: NNS encourages, teaches, models, and reinforces increased handwashing protocols:

- Parents and caregivers must wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.

- All individuals entering the building are required to wash hands or use hand sanitizer immediately. Hand Sanitizer stations will be available throughout the school space.
- Children and staff will wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands.
- Staff and children must wash their hands with soap and water or use hand sanitizer for at least 20 seconds after:
 - entry into and exit from program space
 - when coming in from outside activities
 - before and after eating
 - after sneezing, coughing or nose blowing
 - after toileting and diapering
 - before handling food
 - after touching or cleaning surfaces that may be contaminated
 - after using any shared equipment
 - after assisting children with handwashing
 - before and after administration of medication
 - after contact with facemask or cloth face covering
 - before and after changes of gloves

HOW: Staff must know and follow the steps needed for effective handwashing:

- Use soap and water to wash all surfaces of their hands (e.g., front and back, wrists, between fingers) for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towel.
- Visual steps of appropriate hand washing will be posted to assist children or they will be instructed to sing the “Happy Birthday” song TWICE (approx. 20 seconds) as the length of time they need to wash their hands.
- Children will be assisted as needed with handwashing.

HAND SANITIZER: Hand sanitizer will be kept out of the reach of children and its use monitored closely (due to its high alcohol content, ingesting hand sanitizer can be toxic for a child). Children will be supervised when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth. A permission for hand sanitizer use has been included in the enrollment packet.

COUGHS OR SNEEZES: Children, families, and staff must avoid touching their eyes, nose, and mouth. Children will be taught to use tissue to wipe their nose and to cough inside their elbow and wash their hands or use hand sanitizer immediately afterwards. Staff are trained to cover coughs or sneezes with a tissue, then the tissue thrown in the trash. They must wash their hands with soap and water immediately afterwards or use hand sanitizer.

FACE MASKS/COVERINGS: We remind families and staff that all individuals are encouraged to adhere to the CDC’s recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people. Disposable masks are single use, cloth masks must be washed daily in hot water, and n95 masks can be reused with a 7 day rest period in a paper bag. Masks must cover the nose and mouth. Mask lanyards will not be allowed due to potential choking hazards.

STAFF: To slow the spread of COVID-19, all NNS staff must wear a face covering while serving children and interacting with parents and families indoors. Following UCC church policies, masks are

required to be worn indoors. Vaccinated adults and children are able to take masks off while outside. Unvaccinated adults are able to remove masks so long as they are practicing social distancing. Staff are asked to bring their own mask, however we will have masks on hand if necessary. As covid trends evolve, we will continue to monitor all state and local guidance and update policies as needed.

CHILDREN: Children will be required to wear masks at New Nursery School indoors. Additional guidance on use of face coverings and masks by children is as follows:

- Masks must not be worn while children are eating/drinking, sleeping, and napping. Physical distancing will be practiced during these activities. Masks do not need to be worn while engaging in active outdoor play.
- Families must provide their children with a sufficient supply of clean masks, at least 2 per day in their backpack, for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with the child's name, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.

PARENTS: NNS requires that parents/guardians wear a mask when indoors.

GLOVES: NNS staff will wear vinyl gloves at all times during diapering, food preparation, administering medication, and during drop off/pick up times when there is physical contact. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether gloves are used or not. To reduce cross-contamination, disposable gloves will be discarded after use. After removing gloves for any reason, staff will wash their hands or use hand sanitizer.

ENHANCED CLEANING + DISINFECTING

DISINFECTANT: All disinfectant will be approved per EPA guidelines. Pump or trigger sprays are used, not aerosols, when children are present.

PROPER USAGE: Proper guidelines are strictly followed when cleaning, sanitizing, and disinfecting.

- All sanitizing and disinfecting solutions are used in areas with doors and/or windows open.
- To ensure effective cleaning and disinfecting, surfaces are always cleaned first with soap and water, then disinfected.
- All cleaning products will be used according to the directions on the label, following the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All chemicals will be kept out of the reach of children both during storage and in use.
- Only single-use, disposable paper towels are used for cleaning, sanitizing, and disinfecting, not sponges or cloths.

GENERAL GUIDELINES: NNS will follow the EEC recommended cleaning schedule. These are the general guidelines for cleaning, sanitizing, and disinfecting:

- We have intensified our routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including door knobs, bathrooms, sinks, etc.

- We clean and disinfect toys and activity items used by children more frequently and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.
- While cleaning and disinfecting, staff wear gloves as much as possible.

AFTER AN EXPOSURE: If an individual at NNS has a confirmed/suspected COVID-19 diagnosis, the CDC recommends closing off areas visited by the ill persons, opening outside doors and windows, to increase air circulation in the area, then waiting 24 hours or as long as practical before beginning cleaning and disinfection. Director will clean and disinfect the area and the cleaning company will also follow up before the space is reopened.

supervise and engage the non-eating children in learning activities, stories, math or literacy activities. Food from home must be nut free. The director and administrative assistant will be available to help with cleaning and disinfecting during the school hours.

NEW TUITION POLICY

TUITION

1. A non-refundable registration fee of \$100/child, \$175/ family will be due with the first month's tuition via FACTS. Payments will automatically process through FACTS Tuition Management.
2. Tuition is due on the 1st of each month, and we will use FACTS tuition management for automatic payments. The first payment will be due 9/1/21.
3. Parents will sign an enrollment agreement with enrollment paperwork. If a family chooses to withdraw after 9/01/20, they will be responsible for a tuition cancellation fee equal to one month's tuition.
4. If NNS has to close, tuition will not be refunded for that month, if it is already paid. Learning kits and virtual opportunities will be provided by teachers and available for parents. After closure, we will not accept tuition until we reopen. Teacher's will be paid for the remainder of the month and will offer learning at home kits for families. If a parent decides not to send their child back after NNS reopens, the one month's cancellation fee will be owed.

Thank you for your support and cooperation.